

OFF 184 Introduction to Microsoft Word: PowerPoint 1 Credit

Course Objective:

Students will learn the basic functions of Microsoft PowerPoint.

Course Competencies

1. Start PowerPoint
2. Identify the PowerPoint window
3. Use the Auto Content Wizard
4. View a presentation
5. Save a presentation
6. Get Help
7. Print and close a document
8. Exit PowerPoint
9. Plan an effective presentation
10. Enter slide text
11. Create a new slide
12. Enter text in the Outline tab
13. Add slide headers and footers
14. Choose a look for a presentation
15. Check spelling
16. Evaluate a presentation
17. Open an existing presentation
18. Draw and modify objects
19. Edit drawing objects
20. Align and group objects
21. Add and arrange text
22. Format text
23. Import text from Microsoft Word
24. Customize the color scheme and background
25. Insert clip art
26. Insert, crop, and scale a picture
27. Embed a chart
28. Enter and edit data in the datasheet
29. Format a chart
30. Create tables in PowerPoint
31. Use slide show commands
32. Use slide show timings and transitions
33. Set slide animation effect